

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Management Representation Letter

REQUESTED ACTION: Authorize the Chairman to sign the Management Representation Letter for fiscal year ending September 30, 2009.

☐ Work Session (Report Only) **DATE OF MEETING:** 5/25/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A

Effective Date: _____

Vendor/Entity: _____

Termination Date: _____

Managing Division / Dept: _____

BUDGET IMPACT: _____

☐ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☒ N/A

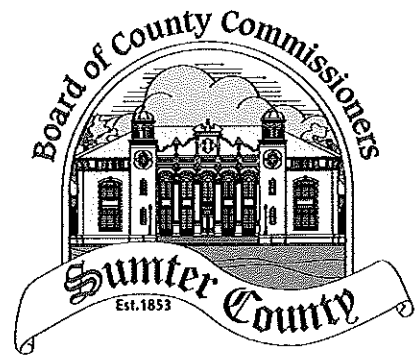
HISTORY/FACTS/ISSUES:

Carr, Riggs & Ingram has completed the County's audit for fiscal year ending September 30, 2009. As part of the audit, the County is required to provide a Management Representation Letter. It is requested the Board authorize the Chairman to sign the Management Representation Letter for the fiscal year ending September 30, 2009.

Board of County Commissioners

Sumter County, Florida

910 N. Main Street, Room 201 • Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website <http://sumtercountyfl.gov>



May 14, 2010

Carr, Riggs, & Ingram LLC
Certified Public Accountants
PO Box 13494
Gainesville FL 32604

Gentlemen:

We are providing this letter in connection with your audit of the financial statements of Sumter County as of September 30, 2009, and for the year then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate discretely presented component unit and remaining fund information of Sumter County and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

We confirm to the best of our knowledge and belief as of September 30, 2009, the following representations made to you during our audit:

1. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
2. We acknowledge our responsibilities under provisions of Section 11.47, Florida Statutes, and accordingly, have made available for audit all accounts, records and related data of the County. Minutes were prepared for all Board meetings, were complete as to all Board action, and were made available for audit examination. We are not aware of any accounts, transactions, or material agreements not fully described and properly recorded in the financial and accounting records presented for audit examination.

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Bushnell, FL 33513

Doug Gilpin, Dist 2
Chairman
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Don Burgess, Dist 3
Vice Chairman
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Garry Breeden, Dist 4
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Randy Mask, Dist 5
2nd Vice Chairman
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Clerk & Auditor
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209 North Florida Street
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The Hogan Law Firm
County Attorney
(352) 799-8423
P.O. Box 485
Brooksville, FL 34605-0485

3. We are not aware of any fraud involving Board members or employees who have significant roles in the system of internal accounting control, nor are we aware of any fraud involving other employees that could have a material effect on the financial statements. |
4. We have received no communications from regulatory agencies, grantors, or other agencies concerning noncompliance with laws, regulations, or contracts that could have a material effect on the financial statements or the effects of which have not been disclosed in the notes to the financial statements.
5. Except of that which may be disclosed in the notes to the financial statements, we have no contracts or agreements to underwrite, guarantee repayment or indebtedness, otherwise, financially support activities or programs conducted by the State, other units of local government, or any business or non business entity.
6. All cash, depository accounts, and all other property and assets owned by, or in the custody and control of, the county be properly disclosed in the financial statements and/or notes thereto. All revenue received for a specific use have been either expended for the purpose for which received or properly retained, segregated and disclosed in the financial statements. All money received in trust has either been disbursed in accordance with laws and regulations governing disposition of such money or properly retained, segregated, and disclosed in the financial statements.
7. All liabilities of the County, of which we are aware, are included in the financial statements. There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by the Statement of Financial Accounting Standards No. 5, and no unasserted claims or assessments that the County Attorney has advised us are probably of assertion and must be disclosed in accordance with that statement.
8. The County has satisfactory title to all assets, and all liens or other encumbrances on any assets that are disclosed in the financial statements or notes thereto. We are not aware of any violation or restrictions imposed by grantors or the State relating to the use or disposition of capital assets acquired with grant revenue or through the Florida Division of Surplus Property.
9. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under Sumter County is contingently liable.
 - c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
10. At September 30, 2009, and during the year then ended, the County has complied with all items and provisions of bond resolution related to all debt obligations, except for that which may be disclosed in the notes to the financial statement.

11. No matters or occurrences have come to our attention up to the present time which would materially affect the financial statements or disclosures in the notes thereto, or which, although not affecting such financial statements and disclosures, have caused, or are likely to cause, any material change, adverse or otherwise, in the financial position or result of operations of the County. The County has no plans or intentions that may materially affect the carrying value or classification of assets or liabilities, except for that which may be disclosed in the notes to the financial statements.

12. With respect to federal award programs and state projects:

- a. We are responsible for complying with and have complied with the requirements of OMB Circular A-133, *Audits of States, Local Government, and Non-Profit Organizations and the Florida Single Audit Act*.
- b. We have, in the schedule of expenditures of federal and state awards, expenditures made during the audit period for all awards provided by federal and state agencies in the form of grants, cost reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
- c. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal program.
- d. We are responsible for establishing and maintaining effective internal control over compliance requirements applicable to federal programs and state projects that provides reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in the internal control system to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to significant deficiencies reported, if any, in the schedule of findings and questioned costs.
- e. We have made available to you all contracts and grant agreements (including amendments, if any) and any other correspondence with federal or state agencies or pass-through entities relating to each major federal program and major state project.
- f. We have received no requests from a federal or state agency to audit one or more specific programs as a major program or major project.
- g. We have complied, in all material respects, with the compliance requirements, relating to awards and have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal and state awards, including the results of other audits or program reviews, if any.

- h. We have made available to you all documentation related to the compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
 - i. Financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared, and are prepared on a basis consistent with the schedule of expenditures of financial assistance.
 - j. The copies of financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective grantor agency or pass-through entity, as applicable.
13. We are responsible for the preparation of the financial statements and related notes and representations made in the Management's Discussion and Analysis (MD&A) that is presented as Required Supplementary Information in the financial statements, RSI is measured and presented within prescribed guidelines.
14. We believe the actuarial assumptions and methods used to measure OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
15. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

BY _____
Doug Gilpin
CHAIRMAN

BY _____
BRADLEY S. ARNOLD
COUNTY ADMINISTRATOR

BY _____
GLORIA R. HAYWARD
CLERK TO THE BOARD OF COUNTY COMMISSIONERS

BY  _____
JOHN LEGE
FINANCE DIRECTOR